

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### **OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

<http://oneida-nsn.gov>

### **SECOND POSTING OPEN TO THE GENERAL PUBLIC**

**POSITION TITLE:** Electrician (2<sup>nd</sup> Shift)  
**POSITION NUMBER:** 00628  
**DEPARTMENT:** Maintenance  
**LOCATION:** Various Locations  
**DIVISION:** Gaming  
**RESPONSIBLE TO:** Maintenance Supervisor  
**SALARY:** NE10 \$14.68/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** January 26, 2012  
**TRANSFER DATE:** February 2, 2012  
**CLOSING DATE:** Until Filled  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Responsible for the installation, alteration, maintenance, and repair of electrical systems, equipment, and fixtures for all Gaming Facilities. Perform skilled tasks in accordance with standard practices of the electrical trade under the direction of the Master Electrician. Ensure that services are provided effectively and efficiently to the Oneida Nation. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide excellent customer service for all internal and external customers of the Facilities operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of the Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Develop, maintain, and facilitate effective relationships, communications processes and activities with all Gaming personnel and all other internal and external customers. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
3. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or activities.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations/laws and practices.
5. Prioritize and assign work orders to staff; ensure they are completed in a timely manner.
6. Maintain and repair electrical wiring systems, fixtures, and transformers.
7. Locate and correct power failures and short circuits.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

8. Install and repair wiring, circuits, electrical heating/cooling, and control equipment.
9. Monitor various electrical duties and schedules.
10. Adjust electrical equipment and systems as needed.
11. Maintain an inventory of necessary materials.
12. Work with and troubleshoot automated control systems.
13. Work cooperatively with the Carpentry, Electrical, HVAC and outside vendors to ensure assigned equipment is in good working order, including all Casino electronic equipment.
14. Assist in providing staff training in electrical and relevant topics.
15. Perform duties at various heights using lifts or ladders.
16. Operate and maintain tools, lifts, and other required equipment.
17. Maintain confidential documentation with the Key Watcher shop.
18. Schedule and perform periodic maintenance on the electronic key control system.
19. Adhere to all safety procedures.
20. Attend and participate in training opportunities/seminars relevant to this position.
21. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
22. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
23. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk, bend, stoop, squat, and carry up to fifty (50) pounds.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, lift seventy-five (75) to one-hundred pounds (100) with assistance, and ride in a lift that will require working with above ground heights up to fifty (50) feet. Repetitive movement of both hands.
3. Work is performed both indoors and outdoors. Exposure to natural weather conditions and various smokes, dusts, and mists may occur while performing duties.
4. Standing and walking may be on uneven surfaces or unstable ground.
5. Situations where the use of Personal Protective Equipment may occur.
6. Flexible schedule, extended hours to include all shifts, weekends, holidays, and an on-call basis may be required.
7. Work environment is **NOT** smoke, noise, or dust free.
8. Must complete a Self Disclosing Physical Questionnaire prior to employment
9. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge and ability to work with computer systems, to include experience with building automated controls.
2. Knowledge of occupational hazards and applicable safety practices, especially in regards with working with gas and electricity.
3. Knowledge of low voltage circuits, communication devices, and solid state devices.
4. Skill in hand/eye coordination.
5. Ability to maintain/troubleshoot electronic key control systems.
6. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
7. Ability to inform and communicate effectively verbally and in writing; process information effectively to identify and define problems and make objective decisions.
8. Ability to work independently, prioritize, handle multitasks, and meet strict time lines.
9. Ability to obtain Lift equipment certification within one year of hire.
10. Ability to operate and maintain tools, lifts, and equipment is required.
11. Ability to read, interpret, and work from architectural drawings, blueprints, and schematics and the Uniform Building Code, Electrical Code, and Safety Code.
12. Ability to work at heights using lifts or ladders.

13. Ability and willingness to work in all weather conditions.
14. Ability to prepare and maintain work orders.

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#### **STANDARD QUALIFICATIONS: (Cont.)**

15. Must have successful working knowledge of and understand the National Electrical Code Book (NEC).
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
20. A valid driver's license and reliable transportation are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Two (2) years as a journeyman electrician.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Must be eighteen (18) years of age or older.
2. High School Diploma, HSED Diploma or GED Certification is required. Applicants age fifty (50) and older are exempt from this requirement; two (2) years of successful experience in the electrical field and the desire to enroll or current enrollment in courses toward achieving a Journeyman's License; and/or equivalent combination of education and experience.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**